

MONTANA PUBLIC EMPLOYEES' RETIREMENT BOARD

TITLE: Executive Director Recruitment and Selection

POLICY NO: BOARD Prsnl 01 EFFECTIVE DATE: 7/13/06

I. POLICY AND OBJECTIVES

It is the policy of the Public Employees' Retirement Board (the Board) to recruit, appoint, assign and promote employees on the basis of merit and job-related qualifications without regard to their race, color, religion, creed, political ideas, national origin, sex, age, marital status or physical or mental handicap, except where the reasonable demands of the position require such a distinction.

The purpose of this policy is to establish the recruitment and selection procedures to be used to allow for the selection of an Executive Director based on job-related qualifications, and to select the best candidate available for the position.

II. PROCEDURES

- A. This policy applies specifically to recruiting the Executive Director for the Montana Public Employee Retirement Administration (MPERA).
- B. The following process is in addition to the Administrative Rules of Montana, including State personnel policy.
- C. The Board encourages internal recruitment when qualified candidates are available.
- D. To the extent practical, the Board and MPERA will follow the procedures in the *Recruitment and Selection Manual* published by the State Personnel Division, Department of Administration.
- E. The Board and MPERA will comply with all required hiring preferences.
- F. The Board will establish a budget for the anticipated expense related to the hiring process, including, but not limited to, outside human resources consultants, travel expenses, METNET expenses, and

vacancy postings. The budget may, at the Board's discretion, include reimbursement to candidate for travel, lodging and meal expenses related to the job interview.

- G. The Board shall nominate a personnel committee to screen and interview candidates for the Executive Director.
 - 1. The personnel committee may request assistance from MPERA staff or the Human Resource Office of the Management Support Bureau, Department of Administration.
 - 2. The personnel committee may contract with outside human resource professional consultants at an expense not to exceed the amount established by the Board pursuant to Section F. of this policy.
 - 3. Candidates for the Executive Director may be recruited internally if qualified candidates are available.
 - 4. The personnel committee and Executive Director may consider Job Registry applicants as internal candidates.
 - 5. The job profile for the position will be evaluated and updated before recruitment is started.
 - 6. Selection criteria must be developed and written before interviews begin.
 - 7. For external recruitment, the committee will decide the length of time and the geographic area to be covered to recruit qualified candidates.
 - 8. The personnel committee will promptly notify candidates of the hiring decision.
 - 9. The personnel committee will recommend a candidate or candidates to the entire Board, and the Board will select the final candidate.
- H. The Board delegates recruiting and hiring of all other MPERA staff to the Executive Director, and the Executive Director shall establish a written policy for recruiting and hiring staff.

- I. This process shall be followed unless it conflicts with negotiated labor contracts, specific statutes or state personnel policies, which shall take precedence to the extent applicable.

III. CROSS REFERENCE GUIDE

The following laws, rules or policies may contain provisions that might modify a decision relating to reduction in force. The list should not be considered exhaustive— other policies may apply.

Section 2-18-1201, MCA State Employee Protection Act
Section 39-29-101, MCA Veteran's Employment Preference
Section 39-30-101, MCA Disabled Person's Preference
Section 39-71-317, MCA Workers' Compensation Preference
Section 49-3-201, MCA Montana Human Rights Act
ARM 2.21.6605 (MOM 3-0110 Employee Record Keeping)
ARM 2.21.5001 (MOM 3-0155 Reduction in Force)
ARM 2.21.3701 (MOM 3-0165 Recruitment and Selection)
MOM 3-0170 Probation
ARM 2.21.1412 (MOM 3-0171 Disabled Person's Employment Preference)
ARM 2.21.3601 (MOM 3-0172 Veteran's Employment Preference)
MOM 3-0505 Pay Plan Rules
MPERA Recruitment Policy to be Adopted
MPERA Pay Plan Policy to be Adopted

IV. HISTORY

Originally approved March 25, 2004
Amended July 13, 2006